

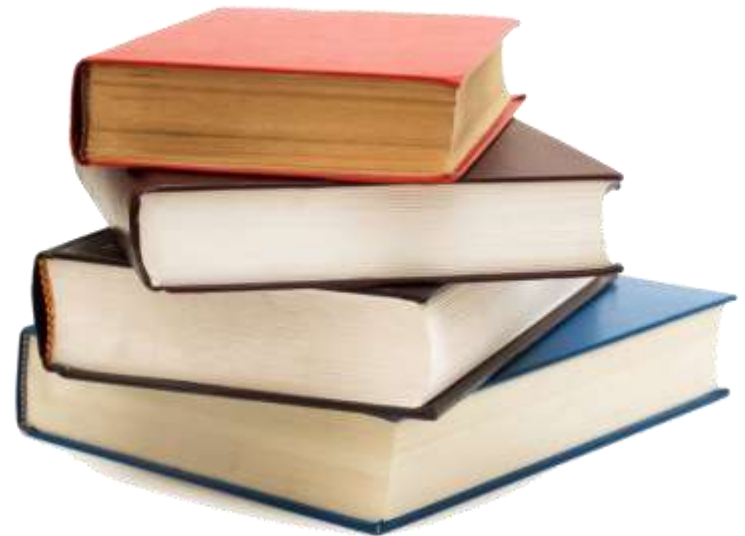
SBAC Random Moment Time Study and Quarterly Financials Program

KY School-Based Medicaid Conference
August 30, 2013, 8:15 am – 10:00 am

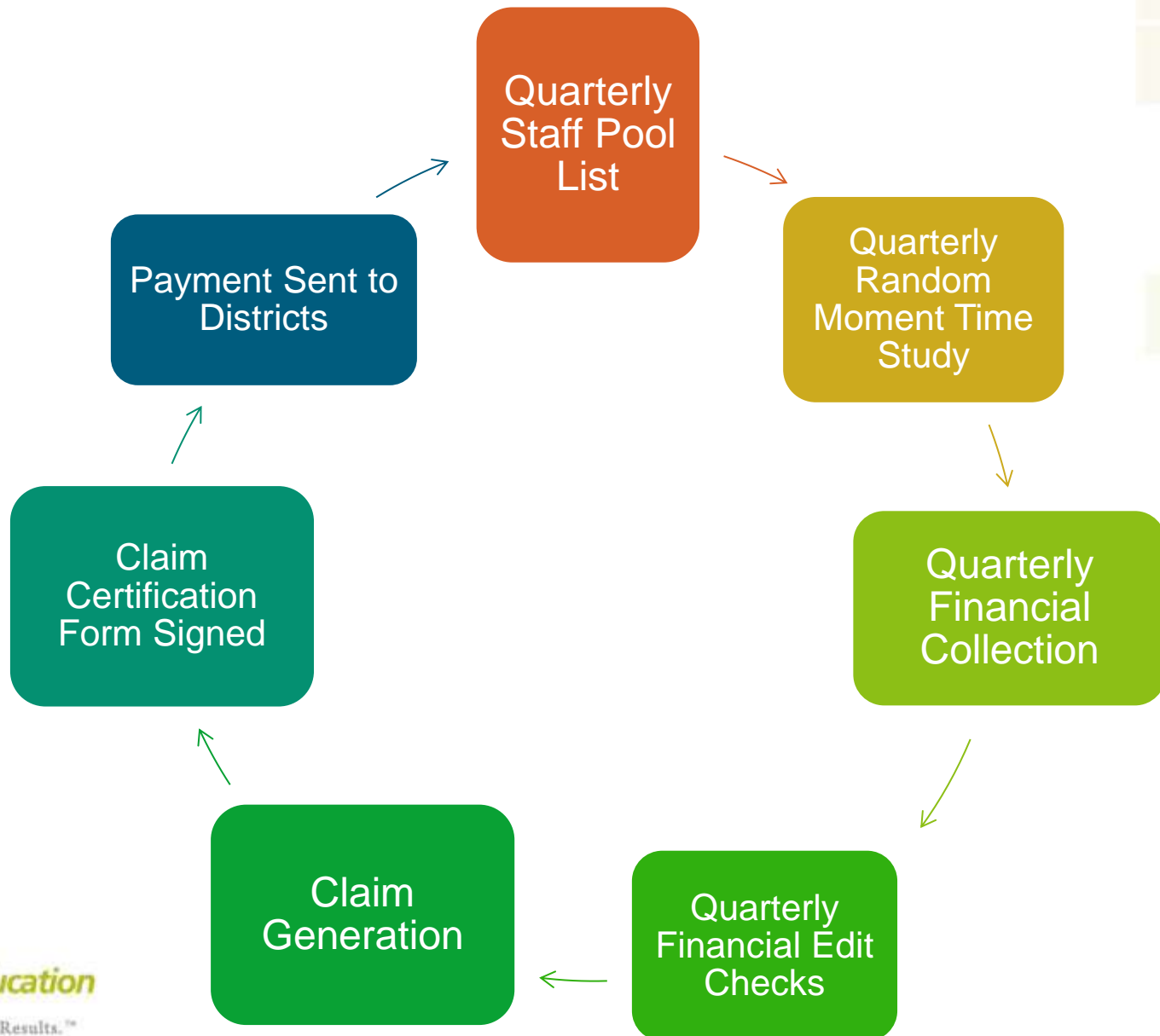


Agenda

- Quarterly Process Overview
- Staff Pool List Reminders
- Random Moment Time Studies
- Quarterly Financial Submission
- Monitoring Reviews
- Important Dates



Quarterly Process Overview





Staff Pool List

- Two Cost Pools make up the Staff Pool List (SPL)
 - Administrative Personnel - Individuals that perform administrative functions related to medical services
 - Consider what the person is doing, not just their title
 - Direct Service Personnel – Individuals who perform and provide medical services
 - General rule: If they are billing, they must be included on the staff pool list



Staff Pool List

Administrative Personnel	Direct Service Personnel
Administration	ASHA Certified Speech Language Therapist
Bilingual Assistants	Board Certified Assistant Behavior Analyst
Diagnostician	Certified Occupational Therapy Assistant (COTA)
Licensed Speech Language Therapy Assistants	Health Aide
Program Specialist	Interpreter/Interpreter Assistant (DS)
Pupil Support Technicians/Services Administrators	Licensed Audiologist
School Counselors	Licensed Clinical Social Worker
School Psychologists/Psychologist Interns	Licensed Occupational Therapist
School Social Workers	Licensed Physical Therapist
Special Education Teachers	Licensed Physical Therapy Assistant
State Licensed Speech Language Therapist (Non-ASHA)	Licensed Practical Nurse (LPN)
Support Technicians - Special Education	Licensed Professional Clinical Counselors
	Licensed Psychologist/Certified Psychologist
	Orientation and Mobility Specialist (DS)
	Registered Nurse (RN)/Advanced Registered Nurse Practitioner



What Activities are Reimbursable?

- Providing information to individuals and families regarding the Kentucky Medicaid program and available services
- Scheduling and/or coordinating medical screens or mental health diagnostic services
- Gathering any information that may be required in advance of the referral
- Developing internal plans and strategies to improve health service delivery and eliminate gaps
- Attending an IEP meeting and discussing health related services
- Observing a child as part of the process for referred students of the intervention and referral services
- Coordinating a meeting with school staff and parents to determine if mental health or educational evaluations are needed



Who Should Be On My SPL?

- Staff who complete, as a regular part of their job, administrative tasks related to medical services
- Staff who traditionally may not be seen as “medically related”
 - Teachers that sit in on IEP meetings where students’ medical services are discussed and reviewed
 - Administrators or staff members that may educate parents on available medical services.
 - A coordinator that meets to develop strategies to better access or increase the capacity of the program and/or related services.



Staff Pool List

- Staff must be entered on the SPL prior to the beginning of the quarter in order to be included in RMTS sample
- No 100% federally funded employees
- If a staff member leaves during the quarter and is selected for a moment, notify PCG
 - A direct replacement can complete a moment if not already on the SPL
- Only email addresses can be edited after the quarter has begun



Purpose of RMTS Program

- Captures the percentage of time staff spend on administrative tasks related to medical services
 - Medicaid Outreach
 - Facilitating Medicaid Eligibility Determination
 - Transportation Related to Medicaid Services
 - Translation Related to Medicaid Services
 - Program Planning, Policy Development, and Interagency Coordination Related to Medicaid Services
 - Medicaid Related Training
 - Referral, Coordination, and Monitoring of Medicaid Services



Purpose of RMTS (cont.)

- Capture the percentage of time direct medical staff spend on providing direct medical services
 - Used in annual cost report

Administrative Activity



Refer student for speech therapy



Administrative Activity



Discuss speech services in an IEP meeting



Direct Service



Provide speech therapy



Random Moment Time Studies (RMTS)

- 3200 moments get sent out for each cost pool
 - Randomly generated – staff are eligible for more than one moment
 - 85% of statewide moments must be completed in order for sample to be statistically valid
 - If a district has at least 6 moments and has less than an 85% compliance rate for 2 consecutive quarters in a fiscal year, it will be suspended from all School Based Medicaid programs



Random Moment Time Studies (RMTS)

Participant Logout			
Name	Category	Location	Moment
Karen	08		1/16/2013 8:38:00 AM

1. Who was with you?

2. What were you doing?

3. Why were you doing this activity?

4. Is this activity regarding a Special Education student? ("Unknown" is not applicable if you were delivering a direct medical service at the time of your moment!)

5. Is the service you provided part of the child's IEP?

Next>



Random Moment Time Studies (RMTS)

- Participants should enter the exact activity they were doing at that exact minute in time
- Moments need to be completed within 5 school days
- PCG assigns each moment response with a code: reimbursable, partially reimbursable, non-reimbursable, direct medical service
 - Additional follow-up with the participant may be required



Common Follow-Ups (RMTS)

- I was in an IEP meeting
 - What was being discussed at the exact minute of your moment?
 - We were talking about student's OT progress: Medical – reimbursable code
 - We were talking about student's reading progress: Non-medical (academic) – non-reimbursable code
- I was reading emails
 - What was the topic of the email you were reading at the exact minute of your moment?
 - Correspondence regarding hiring a new teacher: General admin – partial reimbursable code
 - Correspondence regarding the discipline of a student: Non-medical (academic) – non-reimbursable code
 - Correspondence regarding student's OT therapy: Medical – reimbursable code



Common Follow-Ups (RMTS)

- I was driving to my second school
 - What was the first activity you completed at your second location?
 - Provided direct service (OT therapy) to student: Medical – reimbursable code
 - Talked with parent regarding student's math performance: Non-medical (academic) – non-reimbursable
- I was in a staff meeting
 - What was the topic of the meeting at the exact minute of your moment?
 - Discussed new Medicaid procedures: Medical – reimbursable code
 - Budget meeting: General admin – partial reimbursable code
 - Discussed new bus schedules: Non-medical (academic) – non-reimbursable



Random Moment Time Studies (RMTS)

- PCG sends weekly compliance reports
- Coordinators can also run their own compliance reports at any time

Dashboard | Moments | Staff Pool | Reports | Certification | Logout

Generate Report For : Period : Previous Period for Participant Change Details Report Only

All 01/01/2013 - 03/31/2013 01/01/2013 - 03/31/2013

Active Participants Report

Individual Master Sample File

Compliance Report ←

Staff Pool List History Report

Participant Count By Job Category

Participant Change Details



Random Moment Time Studies (RMTS)

- Coordinators can check the status of their district's moments

[Dashboard](#) |
 [Moments](#) |
 [Staff Pool](#) |
 [Reports](#) |
 [Certification](#) |
 [Logout](#)

LastName	FirstName	Period	Status	Job Category	Code	Cost Pool
B		01/01/2013 - 03/31/2 ▾	All ▾	--Select-- ▾	--Select-- ▾	--Select-- ▾
<input type="button" value="Search"/>						

Moments List				
	Period	Participant	Moment	Submitted_On
COUNTY	01/01/2013-03/31/2013	BROOKS V	1/8/2013 9:27:00 AM	1/8/2013 12:20:00 PM
COUNTY	01/01/2013-03/31/2013	BAYS A	1/23/2013 2:00:00 PM	



Quarterly Financial Submission

- Financial site opens after the quarter ends
- All allowable staff will be listed on the financial website
 - This list feeds directly from the SPL that was captured at the beginning of the quarter
 - Any edits made to the SPL during the middle of the quarter will not be reflected in the financial report
- Districts typically have 45 days to submit and certify their financial information for the previous quarter



Quarterly Financial Submission

[Dashboard](#) | [Quarterly Financial Submission](#) | [Reports](#) | [Manage Contacts](#) | [Site Admin](#) |

Quarterly Financial Submission Steps

[Quarterly Payroll Information](#)

[Quarterly Other Costs](#)

[Direct Support Staff Costs](#)

[Quarterly Edits](#)

[Quarterly Certification](#)



Not Started:

All previous reports for this school year have been completed/certified. Accordingly, Information can now be entered for this reporting period. Once information has been entered the status for this report will change to In Process.



Quarterly Financial Submission

- Quarterly Other Costs
 - Do not claim federally funded costs
 - Must be tied back to a specific person on the staff pool list
- Direct Support Staff Costs
 - Specifically designed for secretary and administrative type support
 - Not on SPL, but provide support to those who are on SPL
 - Job description or work flow chart must show direct link to someone on the SPL



Quarterly Financial Submission

- Quarterly Edits
 - No Payroll Information Reported
 - Salary Exceeds the Expected Threshold
 - Benefits to Salary Ratio Exceeds Expected Threshold
 - Thresholds - Statewide average plus 1 standard deviation for each job category
- Additional layer of limiting audit risk
 - Resolve edit check by entering explanation
 - High-end of pay scale
 - Summer pay
 - Retirement payout
 - Veteran teacher



Quarterly Financial Submission

- PCG Tier 2 Edit Checks
 - PCG applies higher thresholds for salaries and benefits – 2 standard deviation points above statewide average
 - If costs still exceed level 2 thresholds, PCG examines the explanations entered during original Edit Checks
 - If the explanation does not clearly answer why the costs would exceed the threshold, PCG asks district for final confirmation
 - Examples of unclear answers:
 - Verified
 - Correct
 - Confirmed



Quarterly Financial Submission

- 5 Important Reminders
 1. Only participants who are on the certified staff pool list prior to the beginning of the quarter will be listed on the quarterly financials
 2. 100% federally funded employees should not be listed on the staff pool list, and federal funds should not be claimed
 3. If you plan on billing fee-for-service for a staff member, he/she must be listed in the staff pool list
 4. “On-behalf of” insurance State payments are claimable
 5. Communication between the Special Education department and Finance department is critical



Monitoring Reviews

- PCG will be implementing On-site and Remote Monitoring Review efforts in October 2013 to ensure compliance for SBAC.
- Districts must provide PCG with:
 - Requested salary, benefit, contracted staff costs source data
 - Proof of Annual and Quarterly “Other Costs” reported
 - Proper service provider Certification/Licensure
 - Direct Support evidence (job description)
- A detailed report of findings will be sent to the district and the state.
- All over-claiming must be adjusted.
- Corrective Action Plan may be required.



Upcoming Important Dates

- **Aug 23 – Calendar spreadsheets were due**
- **Aug 30 – Oct-Dec 2013 staff pool list updates are due**
- Sept 3-Sept 6 – Districts will receive the new Claim Reports
- Sept 26 – First random moment email notification goes out for Oct-Dec
- Oct 4 – Financial site opens for July-Sept 2013
- Oct 18 – Staff pool list site opens to make edits for Jan-March 2014
- Oct 21-Oct 25 – PCG will be performing onsite monitoring reviews
- Nov 15 – July-Sept 2013 financials are due
- Nov 15 – Staff pool list updates for Jan-March 2014 are due



Contact Info

- Help Desk Toll-free Number: 1-877-395-5016
 - Press 1: Username and password for RMTS sampled participant
 - Press 2: Questions about the Staff Pool Lists, RMTS process, financials, or MAC Program
- PCG Email: kysbac@pcgus.com
- KY Financial Website: <https://costreporting.pcgus.com/ky>
- RMTS Website: <https://easyrmts.pcgus.com/rmtsv2>
- Becky Stoddard: becky.stoddard@education.ky.gov
- KDE: <http://education.ky.gov/specialed/Pages/School-Based-Medicaid-Services.aspx>



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